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♦ C. THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY DIVISION (OL/P&PD) RECEIVED ALL MATERIAL FOR THE UPCOMING DEPUTY DIRECTOR FOR ADMINISTRATION (DDA) QUARTERLY ON FRIDAY, 24 JANUARY. THIS JOB CONSISTS OF 46 SLIDES CONTAINING BOTH TEXT AND GRAPHICS FOR DELIVERY ON 30 JANUARY. NO

♦ D. THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY DIVISION (OL/P&PD) IS CONTINUING WITH THE MARKET SURVEY OF SEVERAL MAJOR PRINTERS IN THE WASHINGTON METRO AREA TO DETERMINE THE INTEREST AND FEASIBILITY OF CONTRACTING OUT THE PRINTING OF THE FOREIGN BROADCAST INFORMATION SERVICE (FBIS) DAILY REPORTS AND THE JOINT PUBLICATION RESEARCH SERVICE REPORTS. LAST WEEK, REPRESENTATIVES OF P&PD MET WITH PEAKE PRINTERS OF CHEVERLY, MARYLAND, TO DISCUSS THIS PROJECT. PEAKE PRINTERS EXPRESSED INTEREST IN RECEIVING SPECIFICATIONS AS HAVE SEVERAL OTHER WASHINGTON AREA PRINTERS. SPECIFICATIONS ARE CURRENTLY BEING DRAFTED AND P&PD WILL MEET WITH A REPRESENTATIVE OF THE OFFICE OF LOGISTICS, PROCUREMENT DIVISION (OL/PD) LATER THIS WEEK TO RECEIVE GUIDANCE ON THE BEST WAY TO PROCEED. NO

♦ E. ON THURSDAY, 23 JANUARY 1986 THREE REPRESENTATIVES OF THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY DIVISION (OL/P&PD) ATTENDED A MICROGRAPHIC MEETING AT HEADQUARTERS TO EXPLAIN TO THE RECORDS MANAGEMENT OFFICER (RMO) AND OTHER PARTIES FROM THE DIRECTORATE OF INTELLIGENCE, OFFICE OF SOVIET ANALYSIS (DI/SOVA) THE PARAMETERS OF UTILIZING P&PD'S MICROPHOTOGRAPHIC SERVICES. THE DISCUSSION RANGED FROM THE INITIAL APPROVAL PROCESS TO ITEM-BY-ITEM DETAILS WITH REGARD TO P&PD'S FORM 700 (P&PD PHOTOGRAPHIC REQUISITION). THE MEETING WAS VERY FRUITFUL FOR THE NEW SOVA ANALYSTS AND RAISED SEVERAL QUESTIONS THAT MAY HAVE A DEFINITE IMPACT ON PRODUCTION AND/OR TURN-AROUND TIME OF THE COMPLETED MICROFICHE. IT WAS LEARNED BY P&PD PERSONNEL THAT SOVA RECEIVES SOME MATERIALS ON MAGNETIC TAPE WHICH THEY TRANSFER TO HARD-COPY AND THEN GIVE THE HARD-COPY TO P&PD FOR CONVERSION TO MICROFICHE. P&PD ASKED THAT THE NEXT SHIPMENT OF MAGNETIC TAPES BE SENT TO P&PD TO SEE IF THEY ARE COMPATIBLE WITH P&PD'S COMPUTER OUTPUT MICROFILM (COM) EQUIPMENT. IF THEY ARE COMPATIBLE THE TURN-AROUND TIME FOR THESE PARTICULAR DOCUMENTS WILL BE DECREASED DUE TO THE ELIMINATION OF THE HARD-COPY TRANSFER AND DUE TO THE FACT THAT P&PD CAN PROCESS THIS REQUEST VIA ELECTRONIC RATHER THAN MANUAL MEANS. IT WAS ALSO LEARNED THAT SOVA SENDS SOME MATERIALS TO THE DI, OFFICE OF CENTRAL REFERENCE (OCR) WHO FORWARDS THESE MATERIALS TO P&PD FOR PROCESSING. THE SOVA RMO WILL SEE IF THIS PROCESS CAN BE EXPEDITED AS IT APPEARS THAT UNDUCE delays are

being encountered in P&PD's receipt of the original materials and subsequently SOVA's receipt of the finished product. A tour of P&PD is being arranged for all new SOVA personnel who must process micro photographic materials.

2. - none -

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